

(28K)
Thursday
2:00 PM

MARIA ISABEL SUAREZ
131 Manor Parkway
Uniondale, NY. 11553
(516) 565 1738

Job Experience:

Jun. 97

Jun. 99

out of bus -

BOOKKEEPER

H&S Tool

Brooklyn, NY.

Accounts Payable, accounts receivable, payroll ADP, billing, bank reconciliation, general ledger. Managed all aspects of bookkeeping and other office duties.

500 employees
if companies

Jun. 95

Jan. 97

PAYROLL CLERK

Metal Specialties, Inc.

Brooklyn, NY.

Entered time cards, posted payroll data for a multi-state company, issued paychecks for 1000+ employees weekly, generated journal entries to general ledger. Calculated and pay withholdings. Managed all paper work and inquires regarding to personnel administration (worker's comp., insurance, unions, etc.).

Jan. 85

Dec. 94

ACCOUNTANT

Empresa Pesquera Nacional

Ecuador, SA.

Received promotion from bookkeeper. Compiled and analyzed financial information to prepare reports and complete records to trial balance. Assisted in the preparation of the budget.

Education:

1993

Bachelor of Arts Degree
Universidad Eloy Alfaro
Major in Economics

Ecuador, SA.

1985

Certified Public Accountant
Universidad Eloy Alfaro

Ecuador, SA.

Skills:

Word, Excel, Win98, Lotus, Qbooks, dBase, Internet.
Bilingual English-Spanish.

References furnished upon request.